
Job Description

Job Title	Cover Supervisor	School	Dormston School
Post Number	SCH013		
Grade	5	Salary	Point 18-217- <u>11</u>

Reports To

Purpose of the Job

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.

This role should be undertaken in accordance with WAMG guidance. Cover supervision takes place where there is no active teaching and pupils undertake pre-prepared work/exercises.

Main Activities

- Supervise work that has been set in accordance with the school policy.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Respond to questions from pupils about process and procedures.
- Assist pupils to undertake set activities as appropriate.
- Deal with any immediate problems or emergencies according to the schools policies and procedures.
- Collect completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the schools agreed referral procedures on the behaviour of pupils during the class and any issues arising.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested.
- Be aware of and comply with policies and procedure relating to child protection, health and

safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the pupils.
- Attend and participate in meetings.
- Participate in training and other learning activities as required.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Special Conditions

Dormston School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts within the school will require Enhanced DBS Clearance, ID and Qualification Checks.

The exact focus of the role will be decided at school level and will take account of the needs of the school and the development needs of the member of staff.

The salary offered reflects the fact that the post holder will be required to work 31.65 hours per week, term-time only.

Car Allowance

Mileage / N/A

Prepared By
(Section/Mgr)

Rachel Jones

Review Date

01.07.2014

Person Specification

Job Title	<input type="text" value="Cover Supervisor"/>	School	<input type="text" value="Dormston School"/>
Post Number	<input type="text" value="SCH013"/>		
Grade	<input type="text" value="5"/>	Salary	<input type="text" value="Point 7 - 11"/>

Criteria (Essential)

Assessment By

	Application	Interview	Test
	√	√	√
<u>Experience</u>			
Demonstrable experience of working with or caring with children of a relevant age.	√	√	√
Full working knowledge of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.	√	√	√
Working knowledge of national curriculum and other basic learning programmes/strategies.	√	√	√
Understanding of the principles of child development and learning processes.	√	√	√
Experience of supporting teaching staff in the development and education of pupils, including the provision of specialist skills and knowledge.	√	√	√
<u>Qualifications / Training</u>			
NVQ Level 3 relevant qualification or equivalent.	√	√	√
Very good numeracy and literacy skills.	√	√	√
<u>Practical Skills</u>			
Ability to use relevant technology e.g. computer/ keyboard/photocopier/video.	√	√	√
Demonstrate good numerical and verbal reasoning skills and literacy skills e.g. by qualification or testing with the ability to produce documentation to a high standard.	√	√	√

Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions to support learning.	√	√	√
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<u>Personal Qualities and Attributes</u>			
A Knowledge of Equality & Diversity issues.	√	√	√
Ability to understand and relate well to children and adults.	√	√	√
Able to work constructively as part of a team, understanding school roles and responsibilities and own position within these.	√	√	√
Ability to self-evaluate learning needs and actively seek learning opportunities.	√	√	√
To comply with the Schools commitment to the protection and safeguarding of children.	√	√	√

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